



Regional Economic Development Council Strategic Planning Consultants RFP

Release Date: May 8, 202

Q&A

No.	Question	Answer
1	Please provide instruction as to how to submit proposals for multiple regions.	<p><i>As of Friday 5/26/22 ESD started to provide link to dropboxes. If you made a request and you have not received it please let us know immediately via the designated email.</i></p> <p><i>As for the proper format, we ask that entities submit folders per region and not single Files. Within each region folder should be two subfolders, one for the technical and one for the administrative. The main folder should be properly labeled: Company Name – REDC – Region – Date Submitted.</i></p> <p><i>Example # 1: Firm X – REDC – Capital - 06.06.23.</i> <i>Example # 2: Firm X – REDC – NYC - 06.08.23</i></p> <p>The main folder should be uploaded to the Dropbox by choosing the following option: “Add Files → folders from computer”. All documents in the two sub-folders should be properly labeled.</p>
2	Section VI. Technical Proposal (p.2) and E. Estimated Cost {if applicable} (p.4) reference the Estimated Cost. Is there a particular budget format that should be followed when presenting the cost referenced in both these sections?	No specific format for submitting cost.

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3	Section A. Regional Assessment and Public Participation (unnumbered page) states, "Meeting frequency, format (in-person or virtual), and setting (public versus working sessions) will be established by the REDC and the consultant." Could this be clarified in advance for budget planning purposes? Or would you prefer us to plan for a cushion in either scenario?	It's anticipated that the approach to public engagement may vary by REDC. Whether it's public meetings, virtual meetings, stakeholder interviews, surveys, etc. It will be dependent on structure determined by REDC and consultant.
4	In the Overview section (page 3), the RFP states " Respondents to this RFP ("Respondents") may submit proposals for a specific region or multiple	Respondents may submit proposals for more than one region, as clarified in Addendum I.
5	Regions. However, later in the Scope of Work section (unnumbered page), the RFP states, "Respondents to this RFP ("Respondents") may submit proposals for one (1) specific region." Could you clarify if we could propose for multiple regions?	Respondents may submit proposals for more than one region, as clarified in Addendum I.
6	Schedule A references, in section 5.4-1 a Schedule B being attached, though there is no attachment or other reference to Schedule B. How can this be obtained for review?	This is referring to Appendix B, which can be found here: https://esd.ny.gov/sites/default/files/rfp/Reg-Strat-Dev-Plan-Appendix-B-Diversity-Practices-Questionnaire-Appendix-X.pdf
7	The RFP states that respondents "may submit proposals for a specific region or multiple regions" (in the II. Overview section) and that "may submit proposals for one (1) specific region" (in the III. Scope of Work section). Can consultants submit proposals for more than one region, and if so, should we submit separate proposals for each region, or a single proposal indicating multiple regions we propose to support?	Respondents may submit proposals for more than one region, as clarified in Addendum I.

No.	Question	Answer
8	Will ESD establish any shared guidelines (e.g. templates, outlines, required data analysis, industry definitions, etc.) to standardize plans across regions, or is each REDC responsible for establishing the format and content of their plans with the consultant's support?	Further detail will be established by ESD regarding the data analysis and an outline for the plan will be provided as well. A template for the plan will not be provided though.
9	In Task A, does ESD require broad-based community/public engagement, or would engagement of stakeholder groups (e.g. business leaders, labor, community and civic organizations, tourism-related organizations, etc.) be an acceptable substitute if the REDC determines that is the most effective way to gather input for this plan?	It's anticipated that the approach to public engagement may vary by REDC. The REDC, with assistance from the consultant, will determine the most effective way to gather data to ensure that the region is being well represented and opinions from various stakeholders are being gathered.
10	What is the expected time duration for the regional strategic plans (e.g. 5 years, 10 years, etc.)?	The plan will serve as the REDCs strategic plan for the next 5 years.
11	For the Regional Challenge, are there any limitations to the type of funding (e.g. capital vs. operating) or projects (e.g. capital investment vs. programmatic investment) that an REDC might seek to address the challenge topic?	No.
12	The RFP states an MWBE participation goal of 30%. Is EDC seeking 15% MBE and 15% WBE participation as with other contracts, or would (for example) a 30% WBE participation satisfy the target for this RFP?	It is a 30% split goal between 15%MBE/15%WBE.

No.	Question	Answer
13	Can a proposer use a subcontractor that is on the REDC? The prospective subcontractor/REDC member would provide graphic design support.	No, as this would create, at a minimum, an apparent conflict of interest. In order to ensure the fairness of this competitive process, REDC members should not be utilized as subcontractors, partners, independent contractors, etc.
14	Can REDC members be used as references for the proposer?	Yes.
15	Page 4 of Addendum-I-Revised-RFP list OCSD-2 STAFFING PLAN as a required form, however, the awarded contract is expected to be no more than \$200,000, is this form still required since it states: (REQUIRED ONLY OF CONTRACTS VALUED AT \$250,000 OR MORE)?	If the contract is not valued at or over \$250,000, the Contractor is not required to submit this form.
16	When will the list of MWBE/SDVOB firms interested in partnering be available (see paragraph "MWBE & SDVOB Subcontractor Interest" on PDF page 5)?	It has been posted. (Can we provide the link or at least direct them as to where it is posted?)
17	On PDF page 8, section VI.i.E. on submission requirements, the RFP states, "E. Estimated Cost {if applicable}" [highlight in original]. Could you please describe what you mean by "if applicable" in this case? Is this relating only to MWBE/SVDOB participation, such that a proposer would only enter information here if using an MWBE/SVDOB subconsultant?	Cost is applicable for all respondents. For purposes of this RFP, it is anticipated that all vendors will provide an estimated cost. There have been occasions when a vendor will offer a particular service or services at no cost, which is why the "if applicable" language is included. This is applicable to both the vendor's overall cost proposal and the MWBE/SDVOB participation.

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18	On the same page in the second paragraph from the top, the RFP references a “Diversity Practices Scoring Matrix” to award up to 10 points. Can you provide this Diversity Practices Scoring Matrix at this point so that proposers know what the criteria are?	This is referring to Appendix B, which can be found here: https://esd.ny.gov/sites/default/files/rfp/Reg-Strat-Dev-Plan-Appendix-B-Diversity-Practices-Questionnaire-Appendix-X.pdf
19	The RFP for the regional strategic development plan notes on page three that respondents may submit for a specific region or multiple regions but then on the next page it notes that respondents may submit proposals for one specific region. I’m wondering if you can confirm whether respondents can submit their interest and capacity to complete the work for multiple regions, with the understanding that they may not get selected for all or any of them.	Respondents may submit proposals for more than one region, as clarified in Addendum I.
20	Should teams submit one proposal per region if a firm would like to submit for multiple regions?	Firms should submit separate proposals for each region they are responding to.
21	Can firms apply as a prime as well as a sub-consultant in separate proposals?	Yes
22	Is intent of the 2023 REDC Strategic Plan to provide an update to plans put out in previous years’ Annual Reports (like this one)? If not, how is the 2023 Strategic Plan expected to be different?	The Strategic Plan is an update to the original plan created by the Councils in 2011 and updated in 2015. It will vary from the annual reports that are created each year and are intended to serve as a plan going forward and less of a progress report, which those annual reports served as.

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23	Will the 2023 REDC Strategic Plan include a summary of the CFA projects awarded to date? Is the consultant expected to undertake any analysis or evaluation related to the CFA projects?	A full summary of past CFA projects will not be included in this plan. Though a section of the plan will include a high-level overview on progress related to regional priorities and will likely include examples of priority projects.
24	Can you elaborate on what economic data ESD will provide to the consultant (as mentioned in Task A)?	The data will include general economic indicators as well as quality of life data from public sources.
25	Can you elaborate on the expected level of community and public participation expected as part of this plan?	It's anticipated that the approach to public engagement may vary by REDC. Whether it's public meetings, virtual meetings, stakeholder interviews, surveys, etc. The REDC, with assistance from the consultant, will determine the most effective way to gather data to ensure that the region is being well represented and opinions from various stakeholders are being gathered.
26	Are the firms limited to including only three project qualifications in the proposal?	Only three relevant project examples should be included.
27	OCSD-2 instructions state that this form is required only of contracts valued at \$250,000 or greater. Please confirm whether it is required in section VII.ii. of the RFP	If the contract is not valued at or over \$250,000, the Contractor is not required to submit this form.
28	Have any SDVOBs expressed interest in serving as a subcontractor for these projects, and when do you expect to publish such a list on the RFP webpage?	Thus far, no.
29	I know the submission for questions date has passed, but I was wondering if I could just ask a clarifying question. If we are proposing on multiple regions, can this be combined into one single proposal, or would you like it done separately?	Separate Proposals are required for each region.

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30	Is a firm prohibited from providing planning services to a REDC if said firm is currently providing consultant services to a Downtown Revitalization Initiative (DRI) or New York Forward (NYF) community within that REDC?	No.
31	Given the importance of the responses to questions that will be provided on May 22nd, would you considering extending the June 1st proposal deadline?	See Addendum II, it has been extended to June 8, 2023.
32	We're interested in finding a firm to partner with to submit to your Regional Strategic Development Plan RFP. Would it be possible to get a plan holder list or a list of firms that submitted questions, along with contact information?	We have posted the list of MWBE and SDVOB entities. As more firms expressed interest, we will continue to update the list.
33	P. 4 We will be submitting proposals for 4 regions, all of which we have prior experience with. Do we need to submit 4 separate proposals, or one proposal indicating which 4 regions we are pursuing?	Yes, firms should submit separate proposals for each region they are responding to.
34	P. 6 Is the required proposal for the regional challenges part of the scope of work for this project, or will it be developed by the REDC as a supplement to this project?	The Regional Challenge Proposal will be a section of the final strategic plan document and they will be due at the same time.
35	P. 8 Is the required proposal for the regional challenges part of the scope of work for this project, or will it be developed by the REDC as a supplement to this project?	The Regional Challenge Proposal will be a section of the final strategic plan document and they will be due at the same time.

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36	P.10 Our firm completed work for ESD and 4 REDCs last year. Can we use the prior year Administrative Proposal documents or does this RFP require completion and submission of all new documents listed under section 6.2?	Generally, administrative and procurement forms submitted to ESD are deemed to expire for one year from date of execution, so it is anticipated that new forms will be required for this RFP.
37	P. 17 The MWBE goal is 30%. Is this a requirement? Our team anticipates MWBE utilization may be 20-30%	The 30% MWBE and 6% SDVOB goal is a legal requirement under New York State Executive Law Article 15-A and 17-B. If the 30% - split 15%/15% goal cannot be met, a waiver request must be submitted to justify the inability to meet the goal requirement.
38	Per the following section on page 5 (below): Can you clarify whether an MBE firm can serve as a subconsultant on submissions for two separate REDC's?	Yes, an MWBE firm can serve as a subconsultant on submissions for multiple REDCs.
39	Was a consultant (or consultants) hired to develop the strategic economic development plans in 2011? Who were those consultants?	Consultants were not hired for the strategic plans developed in 2011.
41	The RFP indicates that regional economic development plans undergo "annual updates to address emerging state and regional challenges and opportunities". Who typically develops those updates? How does this effort differ from those annual updates?	In past years, annual updates to the strategic plans have been provided by each REDC. Annual updates generally focused more on progress and state of the region. This effort is to develop a new strategic plan that will serve as the REDC strategic plan for the next 5 years.
42	The RFP states that "while the overall scope will remain the same, the level of updates to strategies in each region may vary". Do you expect to see a budget range as part of this proposal to account for varying levels of regional need?	A budget range would be acceptable to account for varying levels of assistance needed by region.

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43	<p>The RFP states that “NYS Empire State Development (ESD) will provide data to assist with a regional assessment of the health of the region and guide the identification of economic development opportunities”. Do you expect the consultant to supplement this data with other sources?</p> <p>Do you expect the consultant to lead or support identification of economic development opportunities?</p>	<p>ESD will provide data, including general economic indicators and quality of life data from public sources, to assist with a regional assessment. Additional and more region-specific data may be reviewed if needed.</p> <p>The Consultant will guide and support the REDC in the overall development of the strategic plan document, including the identification of economic development opportunities.</p>
44	In regard to regional challenges – will each REDC develop solutions to a single challenge or multiple challenges?	Each REDC will select one challenge to focus on from the list of challenges set by the State.
45	<p>Is development of the Regional Challenges Proposal part of this project?</p> <p>Do you expect proposal development and associated cost to be included in this proposal?</p>	<p>Yes, the Regional Challenge Proposal will be a section of the final strategic plan document.</p> <p>Since they are one document costs should be included as it will be a part of the final product.</p>
46	The RFP indicates a 6-month period for the project work (Jul-Dec). Is there a deadline for the Regional Challenge Proposals? What is that deadline?	The Regional Challenge Proposal will be a section of the final strategic plan document and they will be due at the same time.
47	If the bidding firm is not planning to use subcontractors as part of this project, must they still “document good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract”?	The Contractor will need to submit a waiver request and provide a justification for not participating with MWBE/SDVOB firm(s). If self-performing, you will need to provide the project budget and scope and explain why per SOW is being self-performed.

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48	What is the scoring weight for MBE, WBE, and VBE in this procurement?	There is no scoring weight for the listed categories. Instead, Diversity practices will be scored for up to ten percent of the overall score in accordance with New York State law.
49	Does submission require separate good faith efforts documentation for MBEs, WNEs, and SDVOBs	For purposes of this response, we are assuming “WNEs” is a typographical error and the question is with respect to “WBEs”. Vendors are required to make separate good faith efforts to solicit available MBE and WBE firms that were identified for each scope of work in the Directory of Certified MWBE Firms. Separately, good faith efforts are also required to solicit SDVOB firms using the Service-Disabled Veteran-Owned Business Directory.
50	Is there a preference or evaluation scoring weight for NY based contractors?	Please section V of the RFP “Selection Criteria”.
52	What is the preferred format to submit proposals?	<p><i>As for the proper format, we ask that entities submit folders per region and not single Files. Within each region folder should be two subfolders, one for the technical and one for the administrative. The main folder should be properly labeled: Company Name – REDC – Region – Date Submitted.</i></p> <p><i>Example # 1: Firm X – REDC – Capital - 06.06.23.</i> <i>Example # 2: Firm X – REDC – NYC - 06.08.23</i></p> <p><i>The main folder should be uploaded to the Dropbox by choosing the following option: “Add Files → folders from computer”. All documents in the two sub-folders should be properly labeled.</i></p>